THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO	D: DGS01	913168			DATE POSTE	D:	01/19/17
POSITION NO: 20240		}			CLOSING DA	TE:	OUF
POSITION TITLE:		_		Locksmith			
DEPARTMENT NAME / WORKSITE:		Facilities Maintenance Department / Fort Defiance, Arizona					
WORK DAYS:	Monday - Friday	REGULAR FULL T	LL TIME: 🗸		GRADE/STEP:		AB62A
WORK HOURS:	40 Hrs.	PART TIME:		NO. OF HRS./WK.:	\$	34,028.80	PER ANNUM
		SEASONAL:		DURATION :	\$	16.36	PER HOUR
		TEMPORARY:				_	

DUTIES AND RESPONSIBILITIES:

Perform all duties required of the FMD locksmith to include the following duties and responsibilities: dismantle and replace worn parts for all commercially manufactured locks and devices used to secure Navajo Nation Facilities and property to include combinations locks that are installed in safes, vaults and cabinets. Perform troubleshooting and determine which component of the locking devices are malfunctioning; perform test to determine extent and locating of malfunctioning component; repair, replace or fabricate parts; setup coding system for various types of locks and keyways; conforms with prescribed guidelines established by the National and State Association; works with management in securing security problems, independently interprets and understands manufacture manuals, diagrams, and specification while repairing locks; makes master keys arrangements, maintains existing master/grand master key systems; change lock combinations; orders keys, doors locks and parts; records completed work orders, time and mileage sheets.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training) Minimum Qualifications:

• A high school diploma or GED; and four (4) years of journey level training in locksmith.

Special Requirements:

- A registered member with the National and State Locksmith Association.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws, rules and regulations related to maintenance of secured areas and security systems; internal components of a wide range of locking systems, make and models; troubleshooting, repairing, replacing and installing a wide variety of locking system, opening and resetting components type locks used for safes, vaults and cabinets; cutting, logging and maintaining a master/grand master lock systems, occupational health rules and regulations related to locksmith trade.

Skills in picking and re-keying a variety of locking systems, installing doors and locks, safely installing doors and locks; safely utilizing a variety of hand and power tools; establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

Revised: 02/26/2014